

Kaypro Journal



POLYWINDOWS
DESK PLUS™



**POLYWINDOWS DESK PLUS
USER'S MANUAL**

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This Manual was last revised in July, 1985

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The PolyWindows Archivist is an add-on module for PolyWindows Desk. The Archivist is briefly described in the chapter on Add-On Tools. If you would like to order this tool directly from POLYTRON, please complete this order form and mail it with payment to POLYTRON Corporation, P.O. Box 787, Hillsboro, OR 97123. Or call 1-800-547-4000, our toll-free order number.

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INTRODUCTION

PolyWindows Desk Plus is a modular set of tools designed to give your KAYPRO computer the essential desktop tools that most people wish their computer had. PolyWindows Desk Plus is "memory-resident." This means that, after you load it into your computer's memory, you have instant access to the PolyWindows tools without having to swap disks even if you are running another program. PolyWindows Desk Plus includes: A Document Editor, File Card Decks to replace your manual Rolodex (trademark of Rolodex Corp.), the PolyKey(tm) Keyboard Enhancer to redefine single keys to perform multiple keystrokes, a Calendar, an Alarm Clock with Chimes, Appointment Books, a Printing Calculator, a Telephone Dialer, a Grabber for importing and exporting text and a Puzzle.

PolyWindows Desk Plus is configurable. You can choose which tools are loaded into memory. You can even load in more than one Document Window so that you can have instant access to more than one Document for editing. Similarly, you can load in more than one "Deck" of File Cards or more than one person's Appointment Book. Each tool requires some memory, and you get to choose how that memory is used. Best of all, PolyWindows Desk Plus is expandable for the future. POLYTRON Corp. plans to offer additional programs that run under PolyWindows Desk.

One of these "Add-On Tools," PolyWindows Archivist, is briefly described in the "Add-On Tools" Chapter. PolyWindows Archivist is available at extra cost and allows you to easily store and retrieve Documents. You can find Documents by name, keyword, or date. The Archivist even frees up disk space by compressing your Documents when they are stored. Optional passwords can protect your Documents from prying eyes. There is an order form for PolyWindows Archivist in this Manual.

Throughout the rest of this Manual, we will refer to PolyWindows Desk Plus as PolyWindows Desk or, simply, PolyWindows.

WHAT TO DO IF YOU NEED HELP

If you need help:

1. First, read this Manual. You can use the Table of Contents or the Index to help find the section that will answer your question. This is our second version of the User's Manual. It was written after thousands of personal computer users had used PolyWindows Desk. We believe that we have answered all of the common questions in this Manual.
2. Second, ask your dealer. Dealers usually know answers to common problems, because most problems aren't problems with the software, but problems understanding hard disks, batch files, subdirectories, and hardware / software compatibility.

TERMINOLOGY

Before you begin learning about PolyWindows Desk, you should know the basic terminology so that you will understand what I am talking about. Many of the PolyWindows commands make use of the [CTRL] key (pronounced "control"), the [SHIFT] keys, the [ESC] key (pronounced "escape"), the [ALT] key and the [ENTER] key (also called [RETURN]). I put the names of these keys inside square brackets to let you know that they are names of single keys. You don't type the brackets. Here is a list of the special names I will be using for certain keys:

[BKSPACE]	The Backspace Key
[NUMLOCK]	The Num Lock Key
[SCRLOCK]	The Scroll Lock Key
[ENTER]	The Enter or Return Key
[SHIFT]	Either of the two shift keys
[CTRL]	The Control Key
[ALT]	The Alt Key
[ESC]	The Escape Key
[TAB]	The Tab Key
[SPACE]	The Space Bar
[CAPSLOCK]	The Caps Lock Key
[HOME]	The Home Key
[END]	The End Key
[PGUP]	The Page Up Key
[PGDN]	The Page Down Key

[UP] The Up Cursor Key
[DOWN] The Down Cursor Key
[LEFT] The Left Cursor Key
[RIGHT] The Right Cursor Key
[INS] The Insert Key
[DEL] The Delete Key
[-] The Minus Key on the keypad
 (NUM LOCK Ø on a KAYPRO 2000)
[+] The Plus Key on the keypad
 (NUM LOCK P on a KAYPRO 2000)
[*] The key marked PrtSc.

I'm sure you already know that [ENTER] works sort of like the "carriage return" key on a typewriter. You also know that you have to hold down [SHIFT] and then press "m" to get a capital "M".

[CTRL] and [ALT] work like [SHIFT]. You have to hold down [CTRL] and then press [ESC] to get [CTRL][ESC]. This is another convention I use in this manual. If I want you to hold down the [SHIFT] key while pressing the [END] key, for example, I will write it as [SHIFT][END].

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QUICK START FOR PEOPLE WHO DON'T LIKE TO READ MANUALS

The first thing you have to do is load PolyWindows into your computer's memory. After you have done that, you won't need your PolyWindows disk until the next time you turn off your computer or reboot.

To load PolyWindows, type: POLY
at the "A>" prompt.

To make sure it loaded correctly, call PolyWindows by holding down the [CTRL] key and pressing the [ESC] key. At the top of the screen, you should see the following display:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS  DOS
|> MEMO    |
-----
```

If you don't see this "Main Menu," read the chapter entitled "Oh No! It Didn't Work."

You may now put your PolyWindows disk away in a safe place. You won't need it to use PolyWindows Desk. You can exit PolyWindows by hitting the [ESC] key. Try it now. You should see the DOS "A>" prompt.

Now you can use other programs just as you always have. PolyWindows is resident in memory and can be called whenever you need it.

A command summary for the impatient user:

STEP 1:

TO CALL POLYWINDOWS press [CTRL][ESC].

You can do this even when you are in the middle of running another program such as a word processor or spreadsheet.

STEP 2:

TO MAKE A MAIN MENU SELECTION use the [LEFT], [RIGHT], [HOME] and [END] cursor keys. When you make your selection, a "pull-down menu" will appear below the name of the Main Menu Selection listing the Window choices.

STEP 3:

TO SELECT A WINDOW IN A PULL-DOWN MENU

when the pull-down menu contains more than one Window choice (the Desk Tools Menu, for example), you may use the [UP], [DOWN], [PGUP] and [PGDN] keys to move the pointer to your choice.

STEP 4:

TO OPEN A WINDOW after you have moved the pointer to the Window you desire, press the [ENTER] key.

STEP 5:

Use the tool displayed in the Window.

STEP 6:

TO DISPLAY A TOOL'S LOCAL MENUS, press [SHIFT][ESC] after you have opened a Window. Most tools have features that can be selected from local menus.

STEP 7:

TO CLOSE A WINDOW, press [ESC]. This will remove from the screen the Window you have chosen and will return you to whatever program you were using when you called PolyWindows.

That's all you need to know to open and close a Window. Each Window has a different function that you can start by opening the Window and stop by closing the Window. This chapter of the manual is for impatient users, so I won't say very much about the various Windows here.

If you want to try something now without reading any more, try the "Calculator". Call PolyWindows by pressing [CTRL][ESC], select the "Add-On Tools" menu, and open the "Calculator" Window by pressing [ENTER]. A Calculator will be displayed on your computer screen. To use the Calculator, press keys on the keypad at the right of your keyboard. The picture of the Calculator on the screen shows the keys in the same position as they are on the keypad, so you shouldn't have any trouble figuring out which keys to press. For instance, press the [ENTER] key for "=".

You can also try out the PolyWindows Document Editor. To do this, select the "Documents" Menu, open the "Memo" Window and just start typing. The [BACKSPACE] key and cursor keys work just like you would expect them to. Notice that you don't have to press the [ENTER] key at the end of a line.

You might as well try the Calendar, too. It's in the "Desk Tools" Menu. Open the Calendar Window by pressing [ENTER] after you have moved the pointer to the Calendar selection. Use the [LEFT], [RIGHT], [UP] and [DOWN] keys to highlight different days of the month. By the way, if you didn't set the date and time correctly when you first started your computer, the calendar and its digital clock will be wrong. You can flip to the next month's Calendar by pressing the [PGDN] key. Flip to the previous month by pressing the [PGUP] key. Once you have selected a day, you can open the DateBook Window by pressing the [ENTER] key. You will probably need to read more about it before starting to schedule your life.

Feel free to experiment with the other Windows. I recommend, however, that you spend a few minutes reading this Manual so won't overlook anything that PolyWindows can do.

LOADING POLYWINDOWS

You have to load PolyWindows only once when you turn on or reboot your computer. PolyWindows will then remain in your computer's memory just waiting for you to call for it. Most PolyWindows users use a batch file to load the PolyWindows tools into memory. Instructions for writing such batch files are in the "Customizing PolyWindows" chapter. If you don't want to read about the batch files now, you can load PolyWindows using the batch file POLY.BAT. Just type:

POLY

followed by [ENTER].

You will probably want to create an AUTOEXEC.BAT file that contains PolyWindows commands so that PolyWindows will automatically be loaded into memory whenever you boot up your computer. You can even use the PolyWindows editor in one of the Documents Windows to write the AUTOEXEC.BAT file. Before you write this AUTOEXEC.BAT file, be sure to read the chapter on "Customizing Polywindows" so that you can take advantage of the flexibility of PolyWindows.

There may be some "last minute" things we wanted to tell you after this manual was printed. If so, we will put them in a disk file named READ.ME. You can load this file into a Document Window for convenient reading by entering the following command at the DOS prompt:

INCLUDE READ.ME

You can then read this file by calling PolyWindows, selecting the Documents Window, and opening the READ.ME Window.

THE DOCUMENTS WINDOWS

When you call PolyWindows (using [CTRL][ESC]) the first Main Menu Selection you see at the upper left of your screen is "Documents." At the end of this chapter, I will tell you how to load more than one Document Window so that you can edit several Documents without leaving the program you are using. For now, however, I will assume that PolyWindows is using the default name of "Memo" for the Window in the Documents Menu.

You use the [LEFT] or [RIGHT] cursor key to "select" Documents and display the pull-down menu. You may also use [HOME] to select Documents. When you select Documents, the top of the screen should look like this:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS  DOS
|> MEMO    |
-----
```

You "open" the Memo Window by simply pressing [ENTER]. When you do this, the Memo Window will appear on your screen and partially cover up whatever was on your screen before. Don't worry; the screen will be restored when you "close" the Memo Window. Initially, the Memo Window will be empty. To write a memo or letter, just start typing. You will not need to press [ENTER] (or carriage return) at the end of each line you type. Just keep typing and you will see that your text will continue on the next line. This feature is called "word-wrap". If you want a paragraph to end after a particular sentence, then you should press [ENTER].

MOVING THE CURSOR

The little "block" that moves when you type is the PolyWindows Editor cursor. It indicates your location in a Document. Anything you type will appear just to the left of this cursor. Most editors and word processors work this way. After you have typed some text, you can move the cursor around in your Document.

Here are the keys that move the cursor:

[LEFT]	One character to the left
[SHIFT][LEFT]	To beginning of previous word
[CTRL][LEFT]	To the beginning of the line
[RIGHT]	One character to the right
[SHIFT][RIGHT]	To beginning of the next word
[CTRL][RIGHT]	To the end of the line
[UP]	Up one line
[SHIFT][UP]	To the top of the Window
[DOWN]	Down one line
[SHIFT][DOWN]	To the bottom of the Window
[HOME]	To upper left corner of Window
[SHIFT][HOME]	To beginning of the Document
[END]	To lower right corner of Window
[SHIFT][END]	To the end of the Document
[PGUP]	Scrolls the text to display the previous "Windowfull" of text
[PGDN]	Scrolls the text to display the following "Windowfull" of text
[CTRL][PGUP]	Scrolls the text to display one previous line of text
[CTRL][PGDN]	Scrolls the text to display one following line of text

You may notice that PolyWindows uses the [SHIFT] and [CTRL] keys as "magnifiers." [SHIFT] and [CTRL] magnify the actions of PolyWindows movement keys.

You can insert more text into the middle of your Document by moving the cursor to the desired insertion point and then typing more text. Notice that the PolyWindows editor automatically reformats the paragraph for you.

DELETING TEXT

The PolyWindows Editor allows you to erase your mistakes so that you can correct them. The following keys delete text:

- | | |
|------------------|---|
| [BKSPACE] | Deletes one character to the left of the cursor |
| [SHIFT][BKSPACE] | Deletes to the beginning of the previous word |
| [DEL] | Deletes the character under the cursor |
| [SHIFT][DEL] | Deletes to the beginning of the next word |

LOCAL MENUS FOR NOTES WINDOWS

The Windows in PolyWindows Desk have "local pull-down menus". These are displayed by pressing [SHIFT][ESC]. The local pull-down menus for the Notes Windows are all shown below. If you select the "Save/Load" menu, the three file operation choices will be displayed. If you select the "Printing" menu, the "Editing" menu or the "Set Modes" menu, the appropriate choices will be displayed. The illustration below shows all four menus at once, even though only the selected menu will be displayed on screen:

SAVE/LOAD	PRINTING	EDITING	SET MODES
> SAVE FILE	> PRINT FILE	> FIND	> INSERT MODE
LOAD FILE	PAUSE PRINT	FIND AGAIN	WORD-WRAP
MERGE FILE	PRINT WINDW	FIND/CHANGE	AUTO INDENT
-----	FORM FEED	CHANGE NEXT	PAGE BREAKS
	LINE FEED	CHANGE ALL	-----
	-----	NEW MARGINS	
		CHANGE TABS	
		ERASE TEXT	

SAVING AND LOADING FILES

You can save your text in a disk file by choosing the "Save File" selection in the "Save/Load" menu. Just move the pointer to that choice and press [ENTER]. Another small Window Pane will appear asking you to enter the name of the file into which you want to save the text. You may precede the file name with a disk drive specifier and a path name. You could enter a name like **MEMO.TXT** or you could enter a complete path name like **B:\LETTERS\MEMO.TXT** for the file name.

This local menu also allows you to load text into the Memo Window from a disk file. If you "Load" a file, any text previously in the Window will be erased. If you "Merge" a file, the file will be inserted into any existing text at the cursor location.

AUTOMATICALLY LOADING TEXT FILES

PolyWindows Desk will allow you to "include" a text file. In the previous section, I described how to load a text file into a Document Window using the "Load File" option. You can also load a text file into a Document Window using the INCLUDE command.

To use the INCLUDE command, you must be able to type at the DOS prompt (e.g. "A>"). If you have a disk file named REPORT.TXT, you can enter the following command at the DOS prompt:

INCLUDE REPORT.TXT

The INCLUDE command will then automatically create a Document Window and load REPORT.TXT into that Window. When you call PolyWindows, you will see "REPORT.TXT" in the Documents Main Menu. The Window will be created 50% larger than the disk file so you will have some extra space to add more text to the Document. The INCLUDE command is described more completely in the "Customizing PolyWindows" chapter.

PRINTING DOCUMENTS

The "Printing" menu allows you to print the entire Document ("Print File") or print just the text that is visible in the Window ("Print Window"). The "Pause Print" selection will print the entire Document, but it will pause printing between pages so you can print on individual sheets of paper, such as your stationery. This menu also allows you to send a "Form Feed" or a "Line Feed" to your printer. You may abort the printing process by pressing [ESC]. All text will be sent to the parallel printer port of your computer. If you don't have a printer connected to the parallel printer port, your computer will "freeze" or "hang up," for about forty seconds.

You may use the DOS MODE command to redirect printing to a serial port if your printer is not connected to the parallel port. For instance, if you have a printer connected to the first serial port (COM1:), enter the following command at the DOS prompt:

MODE LPT1:=COM1:

FINDING AND CHANGING TEXT

The "Editing" menu allows you to find particular words or other characters in your Document. If you select the "Find" option, a small Window Pane will appear asking you "Find What?" At this point, enter the word or string of characters you wish to find, followed by [ENTER]. Note: The Find operation is case-sensitive; if you type "oregon" it won't find "Oregon".

The "Find/Change" option will find a string of characters and then change it to some other string of characters. After you are asked "Find What?" PolyWindows will ask you "Change to What?" If the "Find" option or the "Find/Change" option doesn't find the word you requested, the cursor will be at the end of the Document. If the word is found, the cursor will be positioned at the end of that word.

The "Find Again" option will find the next occurrence of the word you previously asked to find. Similarly, the "Change Next" option will change the next occurrence of the word you previously wanted to change. The "Change All" option will change all occurrences of the specified word.

In all the Find operations, PolyWindows will start looking for the word at the current cursor position and search to the end of the Document.

REFORMATTING OR ERASING TEXT

The "Editing" menu also allows you to "Erase Text". Be careful, this will erase the entire Document you are working on. It will not, however, erase a disk file into which you have saved the Document. This menu even allows you to change the Window margins. After you select the "New Margins" choice, pressing [LEFT] or [RIGHT] will move the right margin to the left or the right. This will change the line length of your Document. Pressing [UP] or [DOWN] will change the height of the text Window. After you have finished changing the margins, press [ESC] to resume editing your Document. All your text will be reformatted to fit the new margins.

CHANGING THE TAB STOPS

The "Editing" menu allows you to change the tab stops in the Document Window. When you select this option, the "tab ruler" will be displayed in the Document Window. You may then use the [LEFT] and [RIGHT] cursor keys to move the cursor along the tab ruler. You may insert a new tab stop at the cursor position on the tab ruler by pressing the [INS] key. You may delete an existing tab stop by moving the cursor to that tab stop and pressing the [DEL] key. When you have finished changing the tab stops, press [ESC].

Your text will be reformatted to match the new tab stops if the text contains tabs. The tab stops will be the same for all Document Windows. The tab stops are not saved with your Document; Documents are reformatted to match tab stops.

You cannot permanently change the default tab stops. PolyWindows will always load with the same tab stop setting. If you change the tab stops, this will remain in effect until the next time you load PolyWindows.

CONTROLLING THE EDITING MODES

The "Set Modes" menu allows you to control four important aspects of the PolyWindows Editor. The selections in this menu work differently than any other menus. Each of the four selections has two possible values. If you move the cursor to one of the selections and press [ENTER], you will "flip" the selection to the other value. Pressing [ENTER] a second time will flip it back to the previous value.

For instance, the default value for the first selection is "Insert Mode." Moving the pointer to this selection and pressing [ENTER] flips this to "Overtyping." The "Insert Mode" causes anything you type at the keyboard to be inserted into the Document at the cursor position. If there is any other text to the right of the cursor, it will be moved further to the right while you type to make room for the new text.

The "Overtyping" mode will not move old text out of the way. Anything you type will replace any previous text at the cursor position.

The default value of the second selection is "Wordwrap." In this mode, you don't have to press [ENTER] at the end of each line. The text you type will automatically "wrap" around to the next line when you reach the right margin. If you flip this selection to "No Wordwrap", you will continue typing past the right margin until you press [ENTER]. With "No Wordwrap," the text will scroll horizontally in the Window so that you can see what you are typing.

The default value for the third selection is "Auto Indent." In this mode, lines that begin after you press the [ENTER] key will automatically be indented to line up with the first character of the previous line. You can still indent the first line of a paragraph without the entire paragraph being indented. Lines that are automatically "word-wrapped" are not automatically indented. Only lines that begin after the [ENTER] key is pressed are indented.

The default value of the last selection in the "Set Modes" menu is "Page Breaks." In this mode, the PolyWindows editor will show you where each page ends by drawing a horizontal line across the Window. If you don't want to see this, flip the value to "No Pg Brks."

BLOCK MANIPULATION

There is one editing feature that does not appear in the local menus - Block Manipulation. You can "mark" a block of text and then either delete it, copy it, or move it. The first step in this process is marking a block of text.

You "mark" a block of text by telling the PolyWindows editor where the beginning and end of the block are. To mark a block, move the cursor to the first character you want to be part of the block. Then press [ALT][B] (hold down the [ALT] key and press the [B] key). You can remember this command as "B for Block." An "arrowhead" symbol will be displayed to mark the beginning of the block. Now move the cursor to the last character you want to be part of the block and press [ALT][B] again. Another arrowhead symbol will be displayed at the end of the block.

Once you have marked a block of text, you can do four things with that marked block. You can delete it, you can copy it, you can move it, and you can unmark it. To delete the block of text, just press [ALT][D]. To copy or move the block, move the cursor to the point you would like the block to be inserted. To copy the block, press [ALT][C]. To move the block, press [ALT][M]. Copying leaves the marked block alone and inserts a copy of the block at the cursor location. Moving deletes the block from its original location and inserts the block in the new location.

After you have copied or moved a block, you may want to "unmark" it. To do this, press [ALT][U]. You can remember this as "U for Unmark." If you delete a block, it is automatically unmarked.

EDITING MORE THAN ONE DOCUMENT

To be able to edit more than one Document, all you have to do is to "include" another Memo Pad. You can have up to ten Documents available. For instance, at the DOS prompt you can enter:

INCLUDE MEMO AS NOTES1

Then, selecting the Documents Main Menu, will show you Notes1 listed as a selection. If you also enter:

INCLUDE MEMO AS NOTES2

you will see the following when you select Documents:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS  DOS
|> MEMO    |
| NOTES1  |
| NOTES2  |
|-----|
```

You may then open any one of the three Windows and edit a different Document. If you didn't say "AS NOTES1" in the INCLUDE command, the second selection would be identical to the first ("Memo"). You would still be able to edit different Documents in each of the Windows, but you might get confused because two Window selections in the Documents Main Menu had the same name. See the chapter entitled "Customizing PolyWindows" for more details.

The default size of a Document Window is 3,000 characters. This is about one and one-half pages of single-spaced text. The "Customizing PolyWindows" chapter tells how you can change this size when you "include" a Document Window.

The PolyWindows Document editor is not a full-blown word processor, but it will meet about 80% of most people's needs. It will not: (1) align the right-hand margins of your Document ("called right justification"), (2) automatically center lines or (3) print boldface or underlined characters.

THE CARD FILES WINDOWS

If you used the POLY batch file on your PolyWindows distribution disk to load PolyWindows into memory, selecting the Card Files Main Menu will look like this on your computer screen:

```
DOCUMENTS   CARD FILES   DESK TOOLS   ADD-ON TOOLS   DOS
            |> HELP           |
            | DEMOFILE        |
            |-----|
```

The "Help" Card Deck contains on-line information that can assist you in learning about PolyWindows. The "DemoFile" Card Deck is a sample database of "Cards" that we have included to demonstrate the PolyWindows File Card feature. Once you have learned to use PolyWindows, you will not need to include these two particular File Card Decks.

To use the DemoFile Card Deck, move the pointer to DemoFile and press [ENTER]. Within the DemoFile Window, you will see the first Card of the Deck. Let's take a look at all the File Cards in our sample Deck. Pressing [PGDN] will advance to the next Card in the Deck. Continue pressing [PGDN] until you have seen all the Cards. Pressing [PGUP] will move you backwards through the File Card Deck. Pressing [HOME] will move you to the first Card in the Deck, and pressing [END] will move you to the last Card in the Deck.

EDITING A FILE CARD

If you would like to change some of the information on a File Card, just press [ENTER] when the cursor is on the index tab of the Card, and the cursor will move into the body of the Card. You now have access to the PolyWindows Editor, and you can make changes to the File Card just as you would edit a Document in the Documents Window. When you have finished editing the Card, press [ESC] and the cursor will return to the Card's index tab.

SEARCHING FOR A FILE CARD

When the cursor is on the index tab of a Card, you may select a new File Card. We have already discussed using [PGUP] and [PGDN] to browse through the Cards. You can also use [SHIFT][PGDN] to advance to the Card whose index starts with the letter of the alphabet after the first letter of the current Card. That is, if the current Card's index tab says "JONES", [SHIFT][PGDN] will skip over all the other "J"s and display the first Card whose index tab starts with a "K". If there aren't any "K"s, then PolyWindows will look for "L"s, etc. [SHIFT][PGUP] works the same way, but searches backwards.

You also have another "card searching" option. Instead of using [PGUP] or [PGDN], you can type the index of the Card you wish to see. For example, if the cursor is on the index tab, you may type:

POLYTRON

followed by pressing [ENTER]. PolyWindows will then find the POLYTRON Card.

When you are searching for a particular Card, you don't have to type all the characters of the index. If you type fewer characters, PolyWindows will look for the first Card that matches the characters you typed.

You may also use the "wild" character "?". The question mark ("?") will match any character. If you wanted to find the File Card for a Mr. Petersen, but you couldn't remember if it was spelled "Peterson" or "Petersen," you could just type "PETERS?N" on the index tab, and PolyWindows would find the first Card for "Petersen" or "Peterson".

ADDING A NEW FILE CARD

You can add additional Cards to a File Card Deck. To add a new Card, you must first press the [INS] key. Forgetting to press the [INS] key is one of the most frequent mistakes made by PolyWindows Desk users. If you don't press the [INS] key, PolyWindows will think you are typing the index of a Card to search for. If you press [INS] first, PolyWindows will know that you are typing the index tab for a new Card.

When you press the [INS] key, a blank Card will be displayed with the cursor on the index tab. After you fill in the index tab with the keyword you wish to assign to the new Card, press [ENTER]. This will move the cursor into the body of the Card. When you have finished filling out the Card, press [ESC].

The Card will be placed in the Deck so that the index tabs are in alphabetical order. Upper- and lower-case letters in the index tab are treated the same.

CARD FILE OPTIONS

You may call the Card File local menus by pressing [SHIFT][ESC]. The local menus and their choices are:

OPTIONS	PRINTING
> SAVE DECK	> PRINT CARD
DELETE CARD	PRINT DATA
DESIGN DECK	PRINT DECK
EDIT LABELS	FORM FEED
-----	LINE FEED

The "Printing" menu allows you to print the entire Card, or print just the data on the Card. If you print only the data, the "line labels" on the left side of the Card will not be printed. The "Print Data" option is useful for printing a mailing label or envelope from the File Card.

The "Print Deck" option will print all the Cards in the Deck with an extra line between Cards and no line labels. Using the "Print Deck" option, you could print mailing labels from your file Cards if the Cards were designed one line shorter than the distance between labels. As in the Notes Windows, you can send a "Form Feed" or "Line Feed" to your printer.

DESIGNING A CARD DECK

The "Options" menu allows you to "Delete" the currently selected Card from the File Card Deck. This menu also allows you to "Design" a new File Card Deck. When you design a Deck, you determine the dimensions of the Cards in the Deck. After you select the "Design Deck" option, pressing the [RIGHT] or [LEFT] cursor key will increase or decrease the width of the Cards. Pressing the [UP] or [DOWN] cursor key will decrease or increase the number of lines in the Card. When you have made the Cards the size you desire, press [ESC] to end the designing process.

If you want to make the Cards really large, you will first have to move the Window to the upper left corner of the screen. PolyWindows will not allow you to extend the right edge or the bottom edge of the Card past the edge of the screen. If you first move the Window (using [ALT][SHIFT][cursor]) to the upper left corner of the screen, you will have room on the screen to make the Cards large. I recommend that you keep the Card size as small as possible. The larger you make the Cards, the more memory will be required to hold the File Card Deck. Try to keep Cards small enough so that there isn't a lot of blank space on the Card after it is filled out.

Note: You cannot change the dimensions of a File Card Deck that already contains Cards. You must start with a blank Deck. To load a blank File Card Deck, enter:

INCLUDE NEWDECK

when you see the DOS "A>" prompt.

After designing the Deck, you will probably want to use the "Edit Labels" option to enter labels for certain lines of the Card so you will know what type of information to enter on each line. You do not have to give every line a label. You may also edit the labels of a Card Deck that already contains Cards. You end the label editing process by pressing [ESC].

The "Save Deck" option saves your File Cards on a disk. Note: If you have made any changes to your Card Deck, you must "Save" the Deck or your changes and additions will be lost when you turn off or reboot your computer.

CARD DECK STORAGE

Each Card Deck is stored in a separate file. When you "Save" a Card Deck, PolyWindows will store the Card Deck in the file you specify. When the Card Deck is saved, PolyWindows will make sure that there is enough extra space to add a few more Cards. The next time this Card Deck is "included" in memory, there will be some extra memory reserved so that additional Cards may be added. When a File Card Deck is saved, the file is given the extension ".FDX". You don't have to type this extension. For instance, if you want to save a File Card Deck of customers, you might type the name "CUSTOMERS" when PolyWindows asks for the name of the file in which to save the Deck.

If you add a lot of Cards to a Deck, you may use up all the memory reserved for that Deck. To reserve more memory, first "Save" the Deck. Next, exit any program you are running so you see the DOS prompt (e.g. "A>"). Then use the REMOVE program to remove the File Card Deck from memory. If the name of this Deck in the "Card Files" menu is "Customers", enter:

REMOVE CUSTOMERS

After the Deck has been removed, "include" it again by entering:

INCLUDE CUSTOMERS

You will then have more room to add new Cards. If you are starting a new File Card Deck, and you would like to enter lots (say more than a dozen) Cards, you may want to start with a larger blank File Card Deck. The blank File Card Deck called "NEWDECK" is rather small. We have put two larger blank Decks on your PolyWindows distribution disk. These blank Decks are called "MEDIUM" and "LARGE". To get started with twenty to thirty Cards, just enter:

INCLUDE MEDIUM

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THE CALENDAR

When you first open the "Calendar Window", you will see the current month's Calendar displayed on the screen. The current day will be highlighted (in reverse video) and today's date will blink if you move the highlight to a different day. A digital clock will display the current time. Note: If your computer's clock (date and time) isn't set correctly, the date and time on the Calendar will be wrong. If you don't have a battery-powered clock in your computer, you should go to the trouble of correctly setting the date and time whenever you turn on or reboot your computer. (You reboot your computer by pressing [CTRL][ALT][DEL].)

SELECTING DAYS

You can use the cursor keys to move the highlight to a different day of the month. The current day will blink so you will always know what today is. The cursor keys on the numeric keypad move the highlight in the following ways:

[LEFT]	Previous day
[SHIFT][LEFT]	Previous Sunday
[RIGHT]	Next day
[SHIFT][RIGHT]	Next Saturday
[HOME]	First day of the Month
[SHIFT][HOME]	Previous January 1st
[END]	Last day of the Month
[SHIFT][END]	Next December 31st
[PGUP]	Same day of previous month
[SHIFT][PGUP]	Same day of previous year
[PGDN]	Same day of next month
[SHIFT][PGDN]	Same day of next year
[5]	Today's date

MARKING IMPORTANT DAYS

You can "mark" important days. This is analogous to "circling" days on a paper wall calendar. "Marked" days are shown in a different intensity on the Calendar, so you can tell at a glance what the important days are. How do you "mark" a day? Easy, just move the cursor to the day and press the [+] key.

You cannot mark a day prior to today. You can "unmark" a day by pressing the [-] key. PolyWindows can remember fifty-eight marked days. When you mark the fifty-ninth day, the first day you marked that is prior to today is unmarked to make room for the new marked day.

NOTES FOR THE DAY

As you move from day to day, "Notes For The Day" will be displayed at the top of the Calendar. Initially, there won't be any "Notes For The Day," because you have to write them. These Notes are intended to serve the same purpose as big squares on paper wall calendars. On these wall calendars, you can pencil in a few words to remind you of something on that day (such as "Managers' Meeting" or "Wedding Anniversary"). To enter some Notes for the day that is currently highlighted, just press [INS]. This will move the cursor into the Notes space at the top of the Calendar. One of the most frequent mistakes made by PolyWindows users is forgetting to press [INS] before writing Notes For the Day. After you have written the last line of Notes, press [ESC] to return to the Calendar. Note: there is a limit of forty-three characters for each Note so you can't entirely fill up the Notes space at the top of the Calendar.

PolyWindows keeps Notes for forty days in memory. The forty days do not have to be consecutive. You may write Notes for any forty future days including today. PolyWindows will not allow you to write a Note for a day prior to today. Be sure to save your Notes if you write any new notes. Saving is done from the "Options" local menu.

When you write a Note for the forty-first day, PolyWindows will automatically delete one of the Notes for a past day to make room for the new Note.

Remember, local menus are displayed by pressing [SHIFT][ESC]. The local menus available in the Calendar Window are all shown below:

HOURLY CHIMES	ALARM CLOCK	OPTIONS	DATEBOOKS
> CHIMES OFF	> ALARMS OFF	> SET ALARM	> DATEBOOK
CHIMES ON	ALARMS ON	SAVE NOTES	_____
		LOAD NOTES	

When you "Save Notes", you are also saving the marked days and alarms (see below). These are saved in a file you specify. This file is given the extension ".DNA" (for "Days, Notes and Alarms"). When the PolyWindows Manager loads into memory, it looks in the default directory for a file named DEFAULT.DNA. If it finds this file, it automatically loads the file into memory. You can always load in a different set of marked Days, Notes and Alarms by selecting the "Load Notes" option.

SETTING CHIMES, ALARMS AND ALARM MESSAGES

The "Hourly Chimes" menu allows you to turn the hourly chimes on or off. The "Alarm Clock" menu allows you to turn alarms on or off. Setting an alarm for a particular time will cause PolyWindows to beep and display a message inside a small Window Pane on your computer's screen when the selected time arrives. The message Window Pane will disappear when you press the [ESC] key.

Selecting the "Set Alarm" option of the "Alarm Clock" menu will display a Window Pane with two columns labeled "Time" and "Reason For Alarm" in which you may set alarms. To set an alarm, press [INS]. One of the most frequent mistakes made by PolyWindows users is forgetting to press [INS] before setting an alarm.

When entering the time of the alarm, be sure to use a colon (":") to separate the hours and minutes, and type "AM" or "PM" after the minutes. You end the alarm time entry by pressing [ENTER]. At this point, you may also enter the message you wish to be displayed on the screen. You end message entry by pressing [ENTER]. You may now enter another alarm, or delete an existing alarm by using [UP] or [DOWN] to move the cursor in the Alarm Window and pressing [DEL] to delete an alarm or [INS] to insert a new alarm. Pressing [ESC] will send away this Window Pane and return you to the Calendar.

Note that the Alarm Clock is not part of any DateBook. These alarms are not specific to any particular day. If you set an alarm for 5:00 PM, and you "Save Notes" to DEFAULT.DNA, then the alarm will sound at 5:00 PM every day. For instance, you can set an alarm for 3:00 PM, turn the Alarms ON, save the Notes to DEFAULT, and the alarm will ring at 3:00 PM tomorrow because the alarm will automatically be loaded.

SCHEDULING APPOINTMENTS

In addition to notes, you may schedule appointments for a day. You may "include" up to ten different Appointment Books, which I call DateBooks. Each DateBook that you "include" will be listed in the "DateBooks" local menu of the Calendar Window. You may select any Datebook listed in the menu. The first time you use PolyWindows, you will have to include a blank DateBook so that you can start scheduling appointments. To do this, just enter:

INCLUDE DATEBOOK

followed by [ENTER] when you see the DOS prompt (e.g. "A>"). If you used the POLY batch file to load PolyWindows Desk, this blank DateBook will have been automatically included for you.

After selecting a day on the Calendar, you may press [ENTER] to open the DateBook Window, and the cursor will move into the DateBook. At the top of the first page of the DateBook there is space for "Things To Do" where you can enter activities that you need to do, but that you don't have to do at any particular time.

Below the "Things To Do" area are lines for entering appointments at specific times. This looks very similar to paper appointment books. The appointments for each day occupy two pages of the DateBook. You can flip from page to page using [PGUP] and [PGDN]. You can even flip to the next day's appointments without going back to the Calendar by pressing [SHIFT][PGDN]. Similarly, you can see the previous day's appointments by pressing [SHIFT][PGUP].

The DateBook Window has its own local menu illustrated below:

```
      OPTIONS
|> SAVE DATEBK|
|  NAME DATEBK|
|  PRNT DATEBK|
|  DELETE PAST|
-----
```

You may print the selected day's appointments by selecting "Prnt DateBk". You may also "Name" the DateBook or "Save" the Datebook to disk. **WARNING:** If you have made changes to a DateBook and don't "Save" it, the changes won't be there after you turn off your computer. When you select "Name DateBk", you may type in a person's name above the "Things To Do" area. To end the name entry, press [ESC]. To get back to the Calendar from the Appointment Book just press [ESC] again.

DATEBOOK STORAGE

Each "Datebook" is stored in a separate file. The file in which you save a DateBook is given the extension ".DBK". A DateBook is loaded into memory by "including" it. When you see the "A>" prompt, you could enter:

```
INCLUDE JONES
```

if there were a file named JONES.DBK in the default directory. You could also enter:

```
INCLUDE B:JONES
```

or

```
INCLUDE C:\DESK\JONES
```

to tell PolyWindows to look on different disk for the file. As the second example shows, you may use full path names to name a file.

CHANGING DATEBOOK SIZE

Each time you "save" a DateBook, PolyWindows makes sure that there is extra space to allow you to schedule additional days. When the DateBook is "included", this extra space is reserved in memory. If you enter a lot of appointments at one time, you may use up all the extra space reserved. To gain additional space, you should "save" the DateBook and then "include" it again. When you run out of space, follow this procedure:

1. Save the DateBook to a disk file.
2. Exit to DOS so that you have the DOS prompt (e.g. "A>") displayed on your screen.
3. Use the REMOVE program to remove the DateBook from memory.
4. Use the INCLUDE program to include the DateBook back into memory.

After using a DateBook extensively for several weeks, the file could become quite large. If you don't want to reserve the amount of memory required to store such a large DateBook, you can "Delete Past" appointments. Selecting the "Delete Past" choice in the DateBook's local menu will remove from the DateBook all appointments prior to today's date. This will reduce the amount of memory required to store the remaining future appointments. You should "Save" the DateBook after you use the "Delete Past" option.

24-HOUR TIME DISPLAY FORMAT

To change the Clock and Alarms to use twenty-four hour time format (military time) instead of "am" and "pm", enter the following command at the DOS prompt:

COPY CALENDAR.FOR CALENDAR.PWD

To return to twelve-hour time display format, enter:

COPY CALENDAR.USA CALENDAR.PWD

The change will go into effect the next time you load PolyWindows, and the Calendar colors may change.

POLYKEY

When you open the PolyKey Window, you will see four local pull-down menus. You may select a menu using the [LEFT], [RIGHT], [HOME] or [END] cursor keys. All four menus are illustrated below, even though only the menu you select will be displayed on your screen.

APPLICATION	POLYWINDOWS	OPTIONS	SCREEN SAVE
POLYKEY OFF	POLYKEY OFF	> ERASE	> DON'T BLANK
> DEFAULT	> DEFAULT	SAVE FILE	2 MINUTES
_____	_____	_____	5 MINUTES
			10 MINUTES
			15 MINUTES

The first two menus allow you to choose a "Macro File" that redefines some of the keys on your keyboard. The "Application" menu allows you to activate a Macro File for use in an application such as a word processor or spreadsheet. The "PolyWindows" menu allows you to activate a Macro File for use within PolyWindows. A Macro File is a set of key redefinitions. In order for a Macro File to be listed in the "Application" and "PolyWindows" menus, you must "include" it.

If you used the POLY batch file to load PolyWindows into memory, a Macro File named "Default" will be included in both the "Application" menu and the "PolyWindows" menu. You can "include" up to ten Macro Files so that you can select which set of key redefinitions you wish to use. Each Macro File that you include will use about 5K of memory. You may redefine up to sixty keys per Macro File, and the total number of keystrokes for all the key redefinitions in a single Macro File can be up to 2,500 characters.

PolyKey is normally Off. You turn it On by moving the pointer from "PolyKey Off" to the name of a Macro File. You can have PolyKey On in an application program and still have it Off within PolyWindows. You can even activate one Macro File for use in your application and another Macro File for use within PolyWindows. The "Options" menu allows you to "Erase" and "Save" your

Macros. "Erase" will not affect files stored on disk.

REDEFINING KEYS

The first thing you must do to create Macro definitions is to "include" a macro file. There is a blank macro file named "Default" on your PolyWindows distribution disk. To load it into memory, make sure you see the DOS prompt (e.g. "A>") on the screen and enter:

INCLUDE DEFAULT

To create Macro definitions, you must select a Macro File from the PolyKey local menus. It is best to select the Macro File in the "Application" menu and leave PolyKey Off within PolyWindows while you create the key redefinitions. You select the Macro File by moving the pointer to it ("Default", for instance) and pressing [ENTER]. A Window will appear displaying the empty Macro File. Press [INS] to tell PolyKey you wish to insert a new key definition in the Macro File. Then, press the key you wish to redefine. The name of that key will be displayed within the Window. Next, press the sequence of keys you wish the redefined key to generate. You will see the names of these keys appear within the Window. If you make a mistake, you may delete keystrokes from the key sequence by pressing [CTRL][BKSPACE]. When you have finished entering the sequence of keys, press [ALT][!]. To redefine another key, press [INS] again and repeat the process.

Your currently-selected Macro File will be displayed when you are in the PolyKey Window. If you have more key redefinitions than can fit in the Window, use the [UP] or [DOWN] keys to scroll through the redefinitions.

If you want to remove a particular key redefinition from a Macro file, you can easily do it. Simply open the Window for that Macro and redefine the key to be nothing. For example, if you redefined function key [F1] to issue a command, you can erase this redefinition by pressing [INS] followed by [F1] followed by [ALT][ESC].

SAVING MACRO FILES

By selecting the "Save" option, you can save your set of key redefinitions in a disk file. This file will be given the extension ".PKY". You can add a Macro File to the "Application" and "PolyWindows" menus by "including" a Macro File that you have previously saved. If, for instance, you saved your Macro set to a file named EDITKEYS.PKY, you could load this into the "Macro Files" menu by entering:

INCLUDE EDITKEYS

followed by [ENTER] when you see the DOS "A>" prompt.

If you would like for the macro to be automatically selected (turned on) when you include it, you can tell PolyWindows to do so by entering:

INCLUDE EDITKEYS POLYKEY=ON

THE SCREEN SAVER

PolyKey has an additional function called "Screen Save" that is accessed from the PolyKey local menus. Screen Save will prolong the life of your computer monitor by blanking the screen after a period of keyboard inactivity. To restore your screen after it has been blanked, just press any key. Pressing a [SHIFT] key works nicely.

The default selection for Screen Save is "Don't Blank". See the chapter entitled "Customizing PolyWindows" to learn how to change this default selection.

THE AUTO-DIALER

The third selection in the Desk Tools Main Menu is the Auto-Dialer. To use this tool, you must have a modem connected to your computer. This modem must use the "Hayes codes" in order to work with the Auto-Dialer.

You can dial a number displayed on a File Card or displayed in a Document. The Card Files plus the Auto-Dialer make a great electronic telephone book. If all you need is just names and telephone numbers, you can create a Document, and the Auto-Dialer can dial from the Document Window.

There are two ways to call the Auto-Dialer. The first way is to select it from the Desk Tools Main Menu. The second way is to press [CTRL][SPACE]. We have provided this second method so you can rapidly access the Auto-Dialer without calling up the Main Menus.

When you call the Auto-Dialer, you will see the following local menu displayed on your screen:

DIAL FROM...	DIALING MODE	SERIAL PORT
> SCREEN	> TONE DIAL	> COM1 @1200
KEYBOARD	PULSE DIAL	COM1 @300
-----	-----	COM2 @1200
		COM2 @300

The "Dial From" menu allows you to dial a number that is displayed on the screen or dial a number by typing it on the keyboard. If you choose to dial from the screen, PolyWindows will search the text displayed on the screen to find a telephone number to dial. When a number is found, it will be displayed in a small Window Pane, and you may press [ENTER] to dial, or press [SPACE] to search for another number on the screen.

For PolyWindows to recognize a telephone number, it has to end with eight characters of the form:

123-4567

In other words, the last eight characters must be three digits followed by a dash (also called a hyphen) followed by four more digits.

The telephone number must also begin with a digit. Between the first digit and the last eight characters shown above, you can have more digits or any of the following characters:

() - @ * T P or single spaces.

The following telephone numbers are examples of numbers that would be recognized by the Auto-Dialer:

123-4567
123-456-7890
(123) 456-7890
9 123-4567
9 1 800 123-4567
9P123-4567
123-4567 @ 123456*78 (123) 456-7890

The following telephone numbers would not be correctly recognized by the Auto-Dialer:

800 123-4567 (too many spaces after 800)
123 456 7890 (no dash after 456)
[503] 123-4567 (square brackets are not allowed)

The Auto-Dialer allows you to put four control characters in a telephone number. "P" will cause the Auto-Dialer to switch to "pulse dialing." "T" will cause the Auto-Dialer to switch to "tone dialing" (the default setting).

PAUSE

Placing an "@" sign in a number will cause the Auto-Dialer to pause dialing until you press [ENTER] at which time it will resume dialing the number. This is useful for dialing long distance access services where you must wait for a tone before continuing to dial.

If your long distance service usually responds quickly with the tone, you can eliminate the need to press [ENTER] by using an "*" instead of an "@". The "*" causes the Auto-Dialer to pause for two seconds before continuing to dial. If you need a longer delay, you can put two or more "*" one after the other.

If the telephone number starts with a "9" the Auto-Dialer will automatically pause for two seconds after dialing the "9". No "*" is required after the "9".

DISCONNECTING THE MODEM (HANGING UP)

After the Auto-Dialer has dialed the number, it will put a message on the screen asking you to pick up the telephone receiver and press the [SPACE] bar to disconnect the modem. This is important. If you don't press [SPACE], the modem will continue to hold open the telephone line even after you hang up the receiver. The person you are calling will also have a difficult time hearing you if you leave the modem connected while you are talking.

If you change your mind about dialing the number, you can abort the process and disconnect the modem by pressing [SPACE] any time after the dialing has begun.

If you decide you don't want to dial the number, you can press [ESC] to abort the process before the dialing starts.

STONE OR PULSE DIALING

The "Dialing Mode" menu allows you to choose between "Tone" dialing and "Pulse" Dialing. You can use a "P" or "T" in the telephone number to switch from one mode to another, but this menu determines in which mode the dialing will start.

THE SERIAL PORT MENU

The "Serial Port" menu determines which serial port the Auto-Dialer will use to send signals to your modem. The Auto-Dialer will initialize the port for a baud rate of either 1200 or 300. The default setting for this menu is COM1: (the first serial port) and a 1200 baud modem.

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THE GRABBER

The last selection in the Desk Tools Main Menu is the Grabber. The Grabber can capture a rectangular area of text from the screen and can insert this text into a program or Document. There are two ways to call the Grabber. The first way is to select it from the Desk Tools Main Menu. The second way is to press [ALT][SPACE].

In order to capture text, the text must be visible on the screen in text mode. The Grabber cannot capture text that is displayed in graphics mode. When you call the Grabber, you will immediately see the Grabber's local menu displayed. This is explained in detail below. For now, just press [ENTER] to choose the default value and display the Grabber highlight.

Now, a rectangular area of your screen will be highlighted in reverse video. You must move the highlighted area over the text you wish to capture. First, move the upper left corner of the highlighted area to the first character you wish to capture. This is done just as you would move any Window: hold down the [ALT] key and a [SHIFT] key and use the cursor keys to move the highlighted area.

Next, adjust the size of the highlighted area so that it is over the text you wish to capture. Use the [RIGHT] and [LEFT] cursor keys to increase and decrease the width of the highlighted area. Use the [UP] and [DOWN] cursor keys to decrease and increase the height of the highlighted area. Holding down a [SHIFT] key when pressing a cursor key will change the size more rapidly. When the desired text is highlighted, press [ESC] to capture the text and send away the Grabber.

To insert the captured text, start the program or edit the Document into which you wish to insert the text. Then move the cursor to the desired insertion point. Finally, press [CTRL][ENTER] and the text will be inserted just as if you had typed it on the keyboard.

You can insert the captured text more than once, because the text will remain in the buffer until you capture different text or until you use the Calculator. The Calculator erases the buffer because [CTRL][ENTER] is also used to insert the Calculator result.

When you call the Grabber you will see its local menu. This menu allows you to choose the "end-of-line" character used by the Grabber. To explain this, let me first describe how the Grabber works. When you capture text from the screen, the Grabber converts this text into a sequence of characters. When you insert this text into a Document, the Grabber "plays back" the sequence of characters and makes the computer think you typed them on the keyboard. The local menu allows you to determine the end-of-line character inserted into the character stream at the end of a line of text as it was displayed on the screen. The Grabber does not "pad" a line with trailing spaces. The only character inserted after the last visible character of a line is the end-of-line character.

The default end-of-line character is [ENTER]. Using this selection, the Grabber will insert text as if you had typed it on the keyboard and pressed [ENTER] at the end of each line. This end-of-line character will work for most applications.

If you tried to insert multiple lines of text into a Lotus 1-2-3 spreadsheet using [ENTER] as the end-of-line character, you would be disappointed. The second line of text would overwrite the first line of text in the same cell. However, if you choose the second selection, the [DOWN] cursor, things would work out perfectly. The Grabber would insert text as if you pressed the [DOWN] key at the end of each line.

The third choice of end-of-line character is [SPACE]. This is useful when inserting text into a word processor that will reformat the text for you. The fourth choice, [SPACE]+80H, is a space with the high bit set. This is the character used by WordStar and some other word processors to indicate a "soft carriage return." If you use such a word processor, try this. The fifth choice, NOTHING, is useful in some cases.

THE ADD-ON TOOLS WINDOWS

If you used the POLY batch file on your PolyWindows Disk to load PolyWindows into your computer's memory, you will see two selections under the "Add-On Tools" Main Menu: "Calculator" and "Puzzle." If you select the "Add-On Tools" Main Menu, the top of your screen should look like this:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS  DOS
          |> CALCULATOR|
          |  PUZZLE  |
          -----
```

THE CALCULATOR

You open the Calculator Window by pressing [ENTER]. When you do this, you will see a Calculator displayed on your screen. To use the Calculator, you press the keys on the numeric keypad at the right side of your keyboard. The picture of the Calculator displayed on the screen shows the keys of the numeric keypad in the same positions that they actually occupy on the IBM PC keyboard. To enter a number, press the numbers on the keypad. You may also use the numbers on the top row of keys.

The Calculator allows you to rapidly calculate without having to search all over the keyboard for the keys you need. To allow this, the Calculator temporarily redefines some of the keys. For instance, to divide, you may press the [SCRLOCK] key. To get a percent, you may press the [NUMLOCK] key, and to get a total, you may press the [ENTER] key. You multiply by pressing the [*] (also called [PRTSC]) key and you clear the display by pressing the [BKSPACE] key. All these keys are clearly illustrated on the Calculator display.

You may also use other keys to perform operations. The [+] and [-] keys on the top row will add and subtract, the [/] key will divide, any asterisk ([*]) or [x] will multiply, and the [%] key on the top row will do percentages.

This Calculator is an "algebraic" calculator. This means that to add 2+5 and display the result, enter:

2+5=

To find out what four percent of 49.95 is, enter:

49.95*4%

To multiply 49.95 by 7 and then add 4 percent, enter:

49.95*7+4%

MEMORY FUNCTION

The Calculator also has a memory function that is not obvious by looking at the display. You can add a number to memory, subtract a number from memory and recall a number from memory. You add a number to memory by pressing [M] followed by [+]. You subtract a number from memory by pressing [M] followed by [-]. You recall a number from memory by pressing [M] followed by [ENTER]. You can erase the number in memory by pressing [M] followed by [BKSPACE].

SETTING THE NUMBER OF DECIMAL PLACES

The Calculator has a floating decimal point that will show you as many decimal places of accuracy as possible. If your numbers get too big or too small, the Calculator will switch to "exponential" notation. You can change the calculator to a fixed number of decimal places by pressing [D] followed by the desired number. For instance, [D] followed by [2] will set the Calculator to two decimal places. To return the Calculator to a floating decimal, press [D] followed by [.]

DISPLAYING NUMBERS WITH COMMAS

The Calculator normally displays numbers with commas for easier reading. Sometimes, you may not want commas in the numbers, so you can toggle the commas on and off by pressing the [,] key.

DISPLAYING A TAPE OF YOUR CALCULATIONS

The Calculator has local menus (displayed by pressing [SHIFT][ESC]) that allow you to turn it into a printing calculator. Both of these menus are illustrated below:

TAPE DISPLAYS	PRINTING TAPE
> TAPE OFF	> PRINTER OFF
TAPE ON	PRINTER ON
-----	-----

First, you can display a "tape" of your calculations on the screen. This is done by selecting the "Tape On" option of the "Tape Displays" local menu. If the tape is on, a printer will be drawn on the screen and a tape of of your calculations will rise out of it. If you want a real paper copy of your calculations, select the "Printer On" option of the "Printing Tape" local menu. Make sure your printer is really on, or the Calculator will "freeze" for about forty seconds and be unable to send the numbers anywhere.

EXPORTING THE FINAL RESULT

You can automatically enter the results of your calculations into whatever you were doing before you called PolyWindows. For instance, if you were writing a report and needed to include some calculations; you could use the PolyWindows Calculator to do the calculations and then insert the result into your report.

To automatically insert the final calculated result, return to your application by pressing [ESC] to close the Calculator Window. Then move the cursor to the point at which you wish to insert the result. Then press [CTRL][INS]. The result will be inserted into your report. If you are inserting the result into a spreadsheet, you will probably want to toggle the comma display off since most spreadsheets won't accept commas in number entries. If you are inserting the result into a Document, you may want to toggle the comma display on.

A CALCULATOR FOR PROGRAMMERS

If you are a programmer, we have supplied a Calculator just for you on the PolyWindows distribution disk. This Calculator is called HEXCALC. It will calculate in decimal, binary, octal or hexadecimal. The result will be displayed in all four number bases. The ASCII symbol for the result will also be displayed, and the mnemonic name for the first thirty-two values will be displayed.

This is an integer calculator. It will not accept or calculate fractions. To use it, use the [UP] and [DOWN] cursor to highlight the number base you will use to input integers. Then use the top row of keys plus the letters A through F to input numbers.

THE ASCII TABLE

We have also included an ASCII Table for programmers. It is a chart showing the decimal and hexadecimal values for each ASCII character. To include this table under the Add-On-Tools Main Menu, enter:

INCLUDE ASCII

Use [PGUP] and [PGDN] to move from page to page of the table.

THE PUZZLE

If you used the POLY batch file to load PolyWindows, a game called "Puzzle" will be included in the Add-On Tools Main Menu. We threw in this game just to provide a little diversion for our PolyWindows Desk users.

You will immediately recognize this as an electronic version of those plastic "get-the-numbers-in-order" puzzles that used to drive you crazy as a kid. You can shuffle the Puzzle by calling up the Puzzle's local menu (press [SHIFT][ESC]).

The only thing you have to get used to with this Puzzle, is moving the empty space. Instead of selecting a number to move into the empty space, you use the cursor keys ([UP], [DOWN], [LEFT] and [RIGHT]) to move the empty square to a new location. In about five minutes this will become second nature for you.

THE POLYWINDOWS ARCHIVIST

You can purchase the PolyWindows Archivist to add another valuable tool to PolyWindows Desk. The Archivist is NOT part of PolyWindows Desk; it is available from POLYTRON Corporation as an extra cost add-on.

The PolyWindows Archivist allows you to easily store Documents in an Archive file and later quickly find and retrieve them. It can compress files to save disk space and can provide data security through optional password protection. The Archivist solves the following problems:

You can only use eight characters plus a three-character extension to name a DOS disk file. Before long you end up with lots of files having indecipherable names. When you archive a Document using the Archivist, you can give the Document a name of up to 40 characters.

With all the files you accumulate on your disks, it is very hard to find the Documents you need. For instance, you know you wrote a letter to IBM a few months ago, and you would like to insert some of that letter into a report you are writing now. The trouble is, you have several files with names like IBM1.LTR, IBM2.LTR, LETTER1.IBM, and MYLETTER.IBM. Which one has the information you need? The Archivist allows you to assign keywords to a Document when you archive it. Then you can search through the Archive for all Documents that have a particular keyword. You can also write a short description of the contents of each Document. This description is displayed along with the forty-character Document name to let you know exactly what the Document is about. You can search by date range, file name, or Document name as well as by keyword.

Each file on a KAYPRO's hard disk takes up at least 4,096 bytes of disk space. That's right, even if the directory of the disk shows the size of your letter to be only 486 bytes, 4,096 bytes are allocated to that file. The KAYPRO's hard disk allocates space in 4,096-

byte chunks. A floppy disk is allocated in 1,024-byte chunks. Therefore, lots of letters and notes can really chew up disk space. The Archivist puts many Documents into a single disk file so it reduces the file allocation overhead. In addition, the Archivist can compress files to use even less disk space.

And best of all, since the Archivist is a PolyWindows add-on, it is available even when you are using another program. For example, let's assume you are writing a report about your recent dealings with Kaypro. You are in the middle of writing this report using your word processor (or the PolyWindows Document Editor) when you realize you should include a quote from a letter you wrote last month to Kaypro.

Without leaving your editor, you call the Archivist and ask it to display all the Documents with the keyword "IBM". You could also have asked it to display all Documents written last month. The Archivist displays twelve Documents that have the keyword "Kaypro". Two of them look promising: one is named "Letter to Kaypro About Service Contracts" and another is named "Kaypro Product Information Request Letter." By looking at the two-line descriptions for each Document, you see that the first one is the one you want.

You then instruct the Archivist to extract that letter to a disk file, and you load that file into your word processor. In less than a minute, you have exactly what you want without every leaving your word processor.

There is a form for ordering PolyWindows Archivist in the front of this Manual. You may also call our toll-free order number:

1-800-547-4000

For more information, write to:

POLYTRON Corporation
P.O. Box 787
Hillsboro, OR 97123

THE DOS WINDOWS

The DOS Main Menu allows you to perform certain DOS functions even when you are using another program. The DOS functions that PolyWindows provides are:

- CHANGE DIR - Change the default directory for any disk drive. This is similar to the DOS CHDIR command.
- DISK SPACE - Check how much space is available on any disk. This is similar to the DOS CHKDSK command.
- ERASE FILE - Erase (delete) a disk file. This is similar to the DOS ERASE or DEL command.
- LIST FILES - Display the names of files on a disk or in a directory. This is similar to the DOS DIR command.
- MAKE DIR - Make a new subdirectory on a disk. This is similar to the DOS MKDIR command.
- READ FILE - Display the contents of disk file. This is similar to the DOS TYPE command.
- RENAME FILE - Change the name of a disk file. This is similar to the DOS REN command.

When you select a DOS function by moving the pointer to the function and pressing [ENTER], PolyWindows will prompt you for any file names or disk drive identifiers that are needed.

The List Files function allows you to use the two wildcard characters "?" and "*" in specifying which files to list. For instance, you could specify "*.LTR" and PolyWindows would list all files that had the extension ".LTR". The Erase File function will not accept wild card characters.

The Read File function will allow you to look at the contents of a file. If the file contains non-ASCII characters, you may find it difficult to read. Any long lines in the file will be truncated to 78 characters. An alternate way to look at a file is to load it into a Document Window.

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POLYWINDOWS WINDOW CONTROL

There are certain techniques that apply to all of the PolyWindows tools. These techniques allow you to dynamically control certain Window characteristics.

MOVING WINDOWS

You can move most of the Windows. You may want to do this if the Window covers up something on the screen that you want to see. To move a Window, hold down the [ALT] key and a [SHIFT] key simultaneously and press one of the four cursor keys on the numeric keypad.

CHANGING WINDOW COLORS

If you have a color monitor, you can also change the colors used in the Window you currently have open. Just press [CTRL][F1]. This will display five pull-down menus that you may select. One menu allows you to change the color of the border around the Window. Other menus allow you to change the two foreground colors and the two background colors. Some Windows use only one foreground color and one background color, so changing the second set of colors will have no effect.

Besides changing the colors to suit your personal preference, you can use color to help distinguish between two similar Windows. For instance, if you include two Document Windows, you could set one to be white characters on a black background and the other to be yellow characters on a blue background. Then it would be immediately obvious which Document Window you were using.

As long as you don't reboot your computer, the Window colors and positions will remain in effect. If you want to permanently change the Window colors or the positions they occupy on the screen, you will have to use the CHANGE program included on your PolyWindows Desk disk. The use of the CHANGE program is discussed in the chapter entitled "Customizing PolyWindows."

STACKING WINDOWS

You can "stack" Windows on top of each other. For instance, if you were writing a report in a Document Window, you could press [CTRL][ESC] and open the Calculator Window to perform a calculation. The Calculator Window would be "stacked" on top of the Document Window.

To return to the Document Window, you need to "pop" the Calculator Window off the stack. To do this, press [ESC].

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DISK FILE MANAGEMENT

The flexibility of PolyWindows Desk creates a problem of which you should be aware. When you use an ordinary word processor, you always insert the same floppy disk in your computer or change to a particular directory on your hard disk. When you save your text file, you will save it to your hard disk directory or to a data disk you insert into a floppy disk drive. Ordinary word processors (and file managers) allow you to do only one thing at a time.

With PolyWindows Desk, however, you can write a Document in the middle of using a spreadsheet. If you want to save this Document to a disk file, where do you save it? Below are two different file management techniques, one for floppy disk users and one for hard disk users. Hard disk users should read both sections.

FLOPPY DISK FILE MANAGEMENT

I recommend that you make a "PolyWindows Working Disk" to hold the files that are specific to PolyWindows Desk. First, make two backup copies of your PolyWindows Desk files. After backing up all the PolyWindows files, you should delete the unnecessary files from one of the backup disks; this will be your working copy.

We have provided a batch file that will delete all the unnecessary files from your PolyWindows Desk disk. To run this batch file, put your PolyWindows Desk disk in Drive A and enter:

DELETE

The files remaining on this disk will be the minimum necessary to use PolyWindows Desk. The rest of the disk will be free to use for Card File Decks, DateBooks, PolyKey Macros, etc.

PolyWindows Desk will not normally load a file or save a file unless you request it. Therefore, you can use your Card Files, for example, while you are using your spreadsheet without having to change disks. If you make changes to the Card File, you will want to save it before you turn off your computer.

I recommend that you always save your Card Files, DateBooks, Calendar Notes For The Day, and PolyKey Macros on your PolyWindows Working Disk. By doing this, you won't have to remember which disk you were using the last time you saved a file.

The batch file you use to load PolyWindows Desk should also be on your PolyWindows Working Disk. That batch file can automatically load any of the PolyWindows files on the Working Disk. Instructions for writing this batch file are given in the "Customizing PolyWindows" chapter.

Whenever you want to save a PolyWindows file, just insert the Working Disk in Drive A and specify:

A:filename

When PolyWindows asks you for the name of the file to save text to. In this example, "filename" is the name you wish to give the file.

You don't have to save all Documents you write on the Working Disk. You may want to have other "Data Disks" for storing letters, reports, etc. Since a Document can cover any subject, you can decide where to save it. Only Card File Decks, DateBooks, Calendar Notes (includes Alarms), and PolyKey Macros should be saved to the PolyWindows Working Disk.

HARD DISK FILE MANAGEMENT

If you have a hard disk, first read the previous section on Floppy Disk File Management. One mistake novice users make is saving files in different subdirectories of their hard disk. Many users have separate subdirectories for spreadsheets, word processors, database managers, etc. Since they can

access PolyWindows Desk while they are using any one of these programs, they will often just save a file to the "current" directory. This results in several versions of the same file scattered all over the hard disk.

I recommend that you make a separate subdirectory on your hard disk for PolyWindows files. You could call this subdirectory "PWD" or "POLY" or "DESK." In the following discussion, I will assume you call it "DESK."

To make this subdirectory first get into your hard disk's "root" directory. To do this, make sure you see your hard disk prompt (e.g. "C>") on your screen. Then enter:

```
CD \
```

This will "change directory" to the root directory. Next, make a PolyWindows Desk subdirectory by entering:

```
MKDIR DESK
```

The next thing to do is to "get into" this directory. To do this, enter:

```
CD \DESK
```

Now, you need to copy the necessary PolyWindows files into this subdirectory. Put your original PolyWindows Desk distribution disk in Drive A. Make sure you see your hard disk prompt (e.g. "C>") on the screen and enter:

```
A:LOADHARD
```

This will copy the minimum PolyWindows files onto your hard disk.

I recommend that you always save your Card Files, DateBooks, Calendar Notes For The Day, and PolyKey Macros in this subdirectory. By doing this, you won't have old versions of the files scattered all over your hard disk.

To save a file to this subdirectory, just specify the following whenever PolyWindows asks for the name of a file to save text in:

C:\DESK\filename

where "filename" is the name you would like to use for the file. This assumes that your hard disk is named "C". If your hard disk has a different name, use it instead.

Later in this User's Manual is a chapter on "Creating Batch Files to Load PolyWindows." If you have a hard disk, your AUTOEXEC.BAT file should first change to the DESK subdirectory before loading PolyWindows and then change back to the root directory after loading is complete. There is an example of this given in that chapter. The idea is to put the command:

CD \DESK

before the PolyWindows commands in the AUTOEXEC batch file, and then put the command:

**CD **

after the PolyWindows commands in the AUTOEXEC batch file.

CUSTOMIZING POLYWINDOWS

Normally, when you "include" a function in PolyWindows, you type in a command like:

INCLUDE MEMO

or you put that command in a batch file. The INCLUDE program is much more flexible than this, however. First of all, whenever you enter:

INCLUDE function

the INCLUDE program looks for a file with the function name you specified and a file extension of one of the following:

- .EDT for Documents
- .FDX for Card Files
- .PKY for PolyKey Macro files
- .DBK for Datebook schedules
- .TOL, .GAM, and .CLC for Add-On Tools
- .DOS for DOS Windows

The complete syntax for the INCLUDE program is shown below. If this is confusing to you, don't worry, I'll explain it and give some examples on the following pages.

```
INCLUDE file AS name SIZE=bytes BORDER=bcolor  
F1=fcolor B1=bcolor F2=fcolor B2=bcolor  
AT=line:column SHAPE=lines:columns /S
```

The lower-case characters in the above syntax description represent parameters that you choose. The upper-case characters, equals signs ("=") and colons (":") must be typed just as they are shown or the parameter may be omitted. Although the above description is written on three lines, you would type the whole thing on a single line before pressing [ENTER].

Except for the "file", you may omit any of the other parameters. The "file" you specify should have one of the extensions listed above. If the file has any other extension, PolyWindows will assume it is a text file and will put it in a Documents Window. You may choose any "name" you like. This "name" will appear as the name of the Window in the appropriate Window Frame. If the "name" is more than eleven characters, it will be truncated and only the first eleven characters will be used. The "name" cannot contain any spaces.

CHANGING THE SIZE OF A DOCUMENT WINDOW

The SIZE is specified in "bytes" and determines how much memory will be reserved for a Document Window. The default SIZE of a Document Window is 3,000 bytes. If you would like to edit a larger Document, you may specify the SIZE to be 5000 bytes, for instance. Note: Don't use any commas in the number of bytes. Only the Documents Windows (files with the ".EDT" extension) can have their SIZE adjusted. The SIZE parameter will have no effect on other Windows. The maximum SIZE for a Document Window is 65300.

CHANGING THE LOCATION OF A WINDOW

If you want to change the default screen position for a Window, you can use the AT=line:column parameter. If you specify "AT=1:40" the upper left corner of the Window will be located at line 1 column 40 of the screen whenever the Window is opened. You could request an impossible location. For instance, the Calculator Window is too tall to fit AT=20:40. If you specified that location, the Calculator would be placed as close as possible to your requested location.

CHANGING THE SHAPE OF A DOCUMENT WINDOW

The SHAPE parameter only applies to Documents Windows. It specifies how high the Window should be in lines and how wide the Window should be in columns. The width of the Notes Window determines your margin settings. It is possible that you could specify a SHAPE that would not fit AT the specified location. If there is a conflict, the SHAPE parameter takes precedence, and the

Window will be located as close as possible to the position you specified. The largest possible SHAPE for a Document Window is 23:78.

CHANGING THE WINDOW COLORS

BORDER defines the color of the border around the Window. F1 defines Foreground Color 1, B1 defines Background Color 1, and F2 and B2 define secondary Foreground and Background Colors if the Window uses them. The allowable colors for each of these are listed below:

BORDER	F1 or F2	B1 or B2
-----	-----	-----
BLACK	BLACK	BLACK
BLUE	BLUE	BLUE
GREEN	GREEN	GREEN
CYAN	CYAN	CYAN
RED	RED	RED
MAGENTA	MAGENTA	MAGENTA
BROWN	BROWN	BROWN
WHITE	WHITE	WHITE
	DARK GRAY	
	LIGHT BLUE	
	LIGHT GREEN	
	LIGHT CYAN	
	LIGHT RED	
	LIGHT MGNTA	
	YELLOW	
	BRIGHT WHIT	

EXAMPLES OF USING THE INCLUDE COMMAND

Let's go through some examples of using the INCLUDE command. Remember, you can put these commands in a batch file or type them at the keyboard. In either case, it is best if the current default directory or disk has all your PolyWindows files.

I will use Memo Pads in these examples, but the principles apply to all PolyWindows tools. Let's take the most simple example first. The command:

INCLUDE MEMO

will create a Document Window that will be listed in the Documents Main Menu. If this is the first INCLUDE command you have entered, the Documents Main Menu will look like this:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS  DOS
|> MEMO    |
-----
```

When you enter the command, the INCLUDE program will find the file MEMO.EDT on your disk. MEMO.EDT is a blank Document. INCLUDE will add this blank Document to PolyWindows Desk.

Now let's embellish the command a bit. If, instead, you enter:

INCLUDE MEMO AS REPORT

The Documents Main Menu will look like this:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS  DOS
|> REPORT  |
-----
```

The same blank Document is added to PolyWindows Desk, but it is given the name REPORT, and REPORT appears in the Documents Main Menu.

The default size for a Document is 3,000 characters or bytes. This means that you can enter about one and one-half pages of single-spaced text into the Document Window before you run out of space and no more characters will be accepted. You can change the size of a Document Window using the SIZE= parameter. This will work only for Documents Windows. If you enter:

INCLUDE MEMO AS REPORT SIZE=6000

The INCLUDE command will create a Document Window that will hold 6,000 characters. Note: Don't put commas in the number you enter for SIZE.

Another parameter that applies only to Documents Windows is SHAPE. If you enter:

INCLUDE MEMO SIZE=6000 SHAPE=23:65

The Document Window will be 23 lines high and 65 columns wide. The maximum size of a Window is 23 lines by 78 columns.

If you want to position the Window at a particular screen location, you can enter:

INCLUDE MEMO SIZE=6000 AT=5:20

This will position the Window so that the upper left corner is at line 5 column 20.

Obviously, you could specify both a SHAPE and a location ("AT"). You could even specify a SHAPE that would not fit AT the specified location. In this case, the SHAPE takes precedence.

You can determine the colors of the Window by entering:

INCLUDE MEMO BORDER=RED F1=CYAN B1=BLACK

This would give the Document Window a red border and cyan characters on a black background. You can also specify secondary colors using "F2=" and "B2=". Document Windows don't use the secondary colors, but many of the other Windows do.

The last parameter you can use with the INCLUDE command is "/S". Normally INCLUDE will echo a message to the screen telling you that the tool was included under the appropriate Window and will tell you how many bytes remain available in memory. If you put "/S" on the INCLUDE command line, INCLUDE will be "silent" and will not write this information on the screen. This

parameter is most often used in batch files.

The INCLUDE program is used to specify Window characteristics when the Windows are loaded into memory. If you want to permanently change the Window characteristics so that you don't have to enter the "Include Options" each time, you should use the CHANGE program.

PERMANENTLY CHANGING WINDOWS

The CHANGE program permanently changes the default characteristics of the Windows. Its syntax is similar to the syntax of the INCLUDE program. The CHANGE program will change the characteristics of any function that has one of the eight file extensions listed in the previous section.

For instance, if you would like your Documents Windows to default to 23 lines by 65 columns with a red border, you could enter:

```
CHANGE MEMO BORDER=RED SHAPE=23:65
```

You cannot, however, change the default SIZE of Document Windows. You can change their SHAPE, location (AT=), and colors.

In addition to changing these tool files, you can change the colors of menus and Window Frames internal to the PolyWindows Desk Manager. To change these internal parameters, the CHANGE program creates files with extensions of ".PWD". When you load PolyWindows Desk, it looks for these .PWD files to set the default characteristics. Therefore, you must have the .PWD files on the default disk when you load PolyWindows Desk. There are four of these internal color sets that you may change. You may substitute one of the following keywords for the "name" argument of the CHANGE command:

CALENDAR	Changes Calendar Window colors.
FILENAME	Changes colors of file request Window.
TIMERS	Changes colors of Alarms Window.
MENUS	Changes colors of the menus.

You can also change the default interval for screen blanking used by the Screen Save feature. The format for this command is:

CHANGE TIMERS BLANK=10

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you can use 0, 2, 5 or 15 instead of 10 in the above command. To change the default setting of Screen Save to "Don't Blank," enter:

CHANGE TIMERS BLANK=5

REMOVING FUNCTIONS FROM MEMORY

Your PolyWindows disk contains a program named REMOVE which is the opposite of INCLUDE. While INCLUDE puts functions into PolyWindows, REMOVE takes them out. You can remove a DateBook, File Card Deck, or anything else except the Calendar, Grabber, PolyKey and Auto-Dialer. You can remove a PolyKey Macro File, but you can't remove PolyKey from the Desk Tools Main Menu.

Why would you need REMOVE? Well, if you fill up a File Card Deck, the only way to make it larger is to "Save" it and include it again. This will result in two File Card Decks occupying twice as much memory. If you "Remove" the Card Deck after you "Save" it, you can then "Include" it again with no memory penalty.

Sometimes I include a PolyKey Macro File that I only need for a little while. When I am finished, I remove it. I also have some large File Card Decks that I don't need to keep in memory all the time. I can include them when I need them and then remove them when I am finished. REMOVE makes it easy to free memory for applications programs without having to reboot your computer.

To remove a function, at the DOS "A>" prompt enter:

REMOVE name

where "name" is the same as you used to include the function. This is the name that appears in the menu. If you entered:

INCLUDE MEMO

Then you would remove that Document by entering:

REMOVE MEMO

If you entered:

INCLUDE MEMO AS REPORT

Then you would remove the Document by entering:

REMOVE REPORT

The REMOVE program will free the memory that the removed tool reserved. You can't free a "hole" in memory. Because of this, if you enter:

REMOVE DATEBOOK

not only will the DateBook be removed, but so will all the tools that were included after the DateBook. If you think you might remove a tool, you should include it last.

POLYWINDOWS DESK OPTIONS

When you first load PolyWindows Desk (or when it is loaded by a batch file), you normally enter:

DESK

There are, however, some options that you can specify on the command line.

CONSERVING MEMORY WITH NOGRAPHICS

When you call PolyWindows, it saves your application screen so that the screen can be restored when you exit PolyWindows. Saving a graphics screen requires 16K of memory while saving a character screen requires only 4K of memory. If you do not plan to use any application programs that run in the graphics mode (such as Microsoft Word or Framework), you can save 12K of the memory PolyWindows normally uses. To save this memory, load PolyWindows Desk by entering:

DESK NOGRAPHICS

AUTOMATICALLY SAVING FILES

PolyWindows is a totally memory-resident program. This means that it never loads a file from disk or saves a file to disk unless you tell it to. This is a valuable feature for people who have floppy disk based computers. It means you don't have to worry about having the right disk in the drive when you call PolyWindows.

Never "going to disk" puts the responsibility on you to save your Documents, Card Files and DateBooks. If you don't save them, they will be lost when you turn off your computer.

If you have a hard disk, however, PolyWindows can be sure that the hard disk is always present. For users with hard disks we provide the "Autosave" option. If you load PolyWindows Desk using the command:

DESK AUTOSAVE

then PolyWindows will automatically save Documents, Card Files and DateBooks whenever you make a change to them and close the Window. A message will appear telling you where the file will be saved and you can press [ENTER] to save it, or you can press [ESC] to abort the saving process.

PolyWindows will not automatically save Alarms, Calendar Notes For the Day, or PolyKey Macros. These are things that you often want to change temporarily and would not usually save.

CHANGING THE POLYWINDOWS CALL KEY

Normally, you call PolyWindows using [CTRL][ESC]. There may be times when you would like to use a different key sequence to call PolyWindows. Entering:

DESK ALT

will allow you to use [CTRL][ALT] to call PolyWindows.

CREATING BATCH FILES TO LOAD POLYWINDOWS

Most PolyWindows users find it convenient to modify their AUTOEXEC.BAT file to automatically load their favorite PolyWindows tools when they turn on their computer. In this chapter, we will write some example AUTOEXEC batch files to illustrate how this is done.

You can use the PolyWindows Document editor to modify your AUTOEXEC.BAT file. Simply select a Document Window and use the "Load File" selection in the local menus to load AUTOEXEC.BAT. If you have a floppy disk computer, you would put your boot disk in Drive A and load "A:AUTOEXEC.BAT". If you have a hard disk, and the hard disk is called "C:", then you would load "C:\AUTOEXEC.BAT".

If your AUTOEXEC.BAT file already has some commands in it, you should probably not change any of them. If they work now, they should work with PolyWindows Desk. In this chapter, I will assume that you add new commands to the end of your AUTOEXEC.BAT file.

One of the first things your AUTOEXEC batch file should do is set the correct date and time. This is necessary for the PolyWindows Calendar and Alarms to work. If you have a battery-powered clock in your computer, then you should have been given a program that will set the date and time from the battery-powered clock. This program would probably have come with the expansion card containing the clock. If you don't have a battery-powered clock, then you should set the date and time by hand. To manually set the date and time, add the following commands to your AUTOEXEC.BAT file:

```
DATE  
TIME
```

After setting the date and time, you can include other commands in the AUTOEXEC.BAT file. These commands could set the DOS Path, change the prompt, etc.

It is important that you load any other memory-resident programs BEFORE you load PolyWindows Desk. Some other memory-resident programs are not well-behaved and could

impair the operation of PolyWindows Desk if they were loaded after PolyWindows Desk. PolyWindows Desk, however, looks around before it jumps into memory and tries not to step on anyone else's toes.

For instance, if you set up a RAM disk or print buffer, make sure those commands appear before the PolyWindows commands. Here is an example AUTOEXEC.BAT file before any PolyWindows commands are added. Lines that start with "rem" are just remarks and don't do anything.

```
rem Sample AUTOEXEC.BAT file without PolyWindows.
rem The next two commands ask for the date & time.
DATE
TIME
rem The next command sets up a print buffer.
PRINTBUF /32
```

EXAMPLE FLOPPY DISK AUTOEXEC.BAT

The last lines of your AUTOEXEC.BAT file should be the PolyWindows commands. Here is an example AUTOEXEC.BAT file for floppy disk users:

```
ECHO OFF
rem Sample AUTOEXEC.BAT file with PolyWindows.
rem The next two commands ask for the date & time.
DATE
TIME
rem The next command sets up a print buffer.
PRINTBUF /32
rem The next command loads PolyWindows Desk
DESK
rem The next 2 commands include Document Windows.
INCLUDE MEMO AS REPORT SIZE=5000
INCLUDE MEMO AS NOTES F1=WHITE B1=BLACK
rem The next command includes a File Card Deck.
INCLUDE CUSTOMERS
rem The next command loads a Calculator.
INCLUDE CALC AS CALCULATOR
rem The next command loads a DateBook.
INCLUDE JONES
rem The next command loads a PolyKey Macro File.
INCLUDE EDITKEYS
```

EXAMPLE HARD DISK AUTOEXEC.BAT

If you have a hard disk, you should first change to your PolyWindows subdirectory (see the chapter on "Disk File Management"). Here is a sample AUTOEXEC.BAT file for hard disk users.

```
ECHO OFF
rem Sample AUTOEXEC.BAT file with PolyWindows.
rem The next two commands ask for the date & time
DATE
TIME
rem The next command sets the DOS Path. It would
rem be used if you have a hard disk.
PATH C:\DOS;C:\UTILITY;C:\
rem The next command changes the DOS prompt to
rem indicate the current directory.
PROMPT $P $G
rem The next command sets up a print buffer.
PRINTBUF /32
rem The next command is for hard disk users.
rem It changes to the PolyWindows subdirectory.
CD \DESK
rem The next 2 commands assume you need
rem the PolyWindows disk in Drive A
ECHO Insert PolyWindows Disk in Drive A
PAUSE
rem The next command loads PolyWindows Desk.
DESK
rem The next 2 commands include Document Windows.
INCLUDE MEMO AS REPORT SIZE=5000
INCLUDE MEMO AS NOTES F1=WHITE B1=BLACK
rem The next command includes a File Card Deck.
INCLUDE CUSTOMERS
rem The next command loads a Calculator.
INCLUDE CALC AS CALCULATOR
rem The next command loads a DateBook.
INCLUDE JONES
rem The next command loads a PolyKey Macro File.
INCLUDE EDITKEYS
rem The next command returns to the root directory
CD \
```

MAKING BACKUP COPIES OF POLYWINDOWS DESK

You may make as many backup copies of PolyWindows for your personal use as you desire. Use the COPY command to make the backup copies. You may also copy the PolyWindows files to a hard disk.

If you boot off a floppy disk, you may put the DOS operating system on your PolyWindows Desk distribution disk. You may also copy onto the PolyWindows disk the other programs you use when booting. The PolyWindows disk will then become your boot disk.

To make a backup copy of your PolyWindows files:

1. Format a blank disk using the DOS FORMAT command.
2. Put your PolyWindows disk in Drive A and this blank, formatted disk in Drive B.
3. Enter the command:

COPY A:*. * B:

followed by [ENTER].

The disk in Drive B will now be your backup disk.

If your original PolyWindows disk becomes accidentally damaged, you may erase all the files on it and then copy all the files from a backup disk back onto the original PolyWindows disk and it will work again. To restore the files:

1. Put your original PolyWindows disk in Drive A and your backup disk in Drive B.

2. Enter the command:

DEL A:*.*

followed by [ENTER].

3. Enter the command:

COPY B:*. * A:

followed by [ENTER].

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OH NO! IT DIDN'T WORK

If you are like me, sooner or later (probably sooner) you will try to do something with PolyWindows that the manual said you could do, but it won't work. Here is a list of things I think are most likely to go wrong.

YOU CAN'T READ THE SCREEN

If you can't read the screen when you call PolyWindows, you probably have a non-IBM monochrome monitor connected to a color graphics card. You will have to put the PolyWindows disk in Drive A and enter:

B&W

to change the default colors to black and white. Once this change is made, you will need to reboot your computer and reload PolyWindows into memory.

THE COMPUTER FREEZES WHEN YOU PRINT

If you are trying to print something from PolyWindows and the computer freezes, you probably don't have your printer turned on. This is the only time that PolyWindows will "hang up" for about forty seconds and not respond to your commands. To get things started again, just be sure your printer is connected to the parallel printer port, and turn the printer on. If your printer is connected to a serial port, you will have to use the DOS MODE command to redirect printing to the serial port.

POLYKEY WON'T WORK

If the keys you redefined with PolyKey don't work, you probably forgot to select the Macro File. The default state of PolyKey is off. If you have stored a set of PolyKey Macros (definitions) on disk, be sure to "include" the Macro File. For the Macros to work, you have to select the Macro set you wish to use. This is all done from local menus in the PolyKey Window.

CHIMES OR ALARMS DON'T WORK

If the hourly chimes or alarms don't work, you probably forgot to turn them on from the local menu in the Calendar Window. When you set alarms, be sure to specify AM or PM. Remember, alarms are the same for every day; you don't have to set them for a specific day.

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ERROR MESSAGES

Most of the PolyWindows Desk error messages are self-explanatory. All the error messages are listed below in alphabetical order. After each error message is a brief description and possible remedy.

Cannot Access Files At This Time

This message probably will never appear. It means that you have asked PolyWindows to load or save a file when DOS was doing something that PolyWindows thought was imprudent to interrupt. If you get this message, press any key to return to PolyWindows Desk, and try again later.

Cannot Re-Design A Non-Empty Deck

You have tried to change the dimensions of a File Card Deck that already has Cards in it. You can change Card size of empty Decks only. Either include a blank Deck (such as NEWDECK) or delete the Cards in the current Deck.

DateBook is full. Save, then re-include

You have used up all the memory that was allocated for this DateBook. First, save the DateBook to a disk file. Next, remove the DateBook using the REMOVE command. Finally, include the DateBook again, and it will reserve more memory.

ERROR: Access denied by DOS

DOS has denied access to a file you tried to load or save. This probably means you used an illegal character in the filename. A common mistake is using a semicolon (";") instead of a colon (":") after a disk drive specifier. It is also possible that the file did not have normal attributes. The file could be "hidden," "system," or "read only." If you are trying to save a file, try saving it using another name. If you are trying to load a file, check the filename.

ERROR: Disk probably full

PolyWindows got an error message from DOS while it was trying to save a file. Either the disk does not have enough space to save the file or the disk directory has too many file names. Try saving the file on a different disk.

ERROR: File not found

You tried to load a file that does not exist in the directory you specified.

ERROR: Path not found

You specified an invalid subdirectory when you entered the name of the file to load or save.

ERROR: Problem with the disk drive or door open

The disk drive door is probably open. If the door is closed, the disk may not be turning freely inside its jacket. Try using another disk.

ERROR: The disk is write protected

You tried to save a file to a disk that has a piece of tape over the "write protect notch." If it is indeed the correct disk, remove the tape and try again. On a 3-1/2" micro-floppy disk, make sure the sliding write protect tab is covering the hole.

Full Deck: Save And Re-Include For More Space

You have tried to add a Card to a File Card Deck that does not have any room left in memory. First, Save the Deck to disk. Next, remove the Deck from memory using the REMOVE command. Finally, include the Deck again and more space will be reserved.

No Matching File Card Found

This isn't really an error message. It just means you entered a File Card index to search for in a File Card Deck, and PolyWindows couldn't find a Card whose index matched what you typed. If you were trying to insert a Card rather than search for a Card, remember to press [INS] first.

No Room Left For Key Re-Definitions

You have filled up the PolyKey macro file. You must really be redefining lots of keys. Are you sure all these redefinitions need to go into a single macro file? A macro file will hold up to 60 key redefinitions containing a total of up to 2,500 keystrokes. See the section on PolyKey to learn how to delete some redefinitions.

No DateBooks have been included.

You were using the Calendar and pressed [ENTER]. This is the command to display a DateBook, but no DateBooks were included. Press any key to return to the Calendar.

No telephone number found!

This isn't really an error message. You told the Auto-Dialer to dial a telephone number from the screen, and it couldn't find one. Maybe you didn't use the proper format for a telephone number. Or maybe the telephone number was on a graphics screen. The Auto-Dialer can't see numbers on a graphics screen.

PolyWindows Desk already installed.

You either entered the command "DESK" or you ran a batch file that had this command in it. PolyWindows Desk was already installed into memory.

PolyWindows Desk is not installed. Run program DESK.EXE before attempting to include another program

You tried to include a PolyWindows tool without first installing PolyWindows Desk by entering "DESK". This message can also occur when a batch file is trying to load PolyWindows and the DESK command failed. This can happen if you have a copy-protected version of PolyWindows Desk and your computer could not read the copy-protection signature on the distribution disk. Make sure your original disk is in Drive A and read the section entitled "Loading PolyWindows Desk."

PolyWindows will not run with DOS 1.1

You need DOS 2.0 or later.

The modem is not connected.

You asked the Auto-Dialer to dial a number and it couldn't find a modem connected to your computer. Make sure your modem is connected and turned on. Finally, make sure you have selected the proper serial port in the Auto-Dialer's local menus. If this message still occurs, the modem cable is probably not connecting all the connector pins.

The printer is not connected.

You tried to print something and PolyWindows wasn't able to access the printer. First, make sure your printer is connected and turned on. If your printer is connected to a serial port or parallel port #2, you must use the MODE command to redirect printing to the proper port.

Too far in the future or too far in the past

You were in the Calendar and pressed [ENTER] to open a DateBook Window. The date you had selected on the Calendar was outside the range covered by that DateBook. A DateBook will hold 365 consecutive days. You can use the "Delete Past" option to free up more DateBook space.

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QUICK REFERENCE COMMAND SUMMARY

BASIC OPERATIONS

[CTRL][ESC] Call PolyWindows
[ESC] Exit Window
[SHIFT][ESC] Display Local Menus

CURSOR MOVEMENT

[LEFT] One character to the left
[SHIFT][LEFT] To beginning of previous word
[CTRL][LEFT] To the beginning of the line
[RIGHT] One character to the right
[SHIFT][RIGHT] To beginning of the next word
[CTRL][RIGHT] To the end of the line
[UP] Up one line
[SHIFT][UP] To the top of the Window
[DOWN] Down one line
[SHIFT][DOWN] To the bottom of the Window
[HOME] To upper left corner of Window
[SHIFT][HOME] To beginning of the Document
[END] To lower right corner of Window
[SHIFT][END] To the end of the Document
[PGUP] Scrolls the text to display the previous "Windowfull" of text
[PGDN] Scrolls the text to display the following "Windowfull" of text
[CTRL][PGUP] Scrolls the text to display one previous line of text
[CTRL][PGDN] Scrolls the text to display one following line of text

DELETING TEXT

[BKSPACE] Deletes one character to the left of the cursor
[SHIFT][BKSPACE] Deletes to the beginning of the previous word
[DEL] Deletes the character under the cursor
[SHIFT][DEL] Deletes to the beginning of the next word

BLOCK MOVES OF TEXT IN DOCUMENT WINDOW

[ALT][B] Mark either end of block of text
[ALT][D] Delete marked block
[ALT][M] Move marked block
[ALT][C] Copy marked block
[ALT][U] Unmark block

FILE CARD DECKS

[PGDN] Display next Card
[SHIFT][PGDN] Display next Card with different first character
[PGUP] Display previous Card
[SHIFT][PGUP] Display previous Card with different first character
[HOME] Display first Card in Deck
[END] Display last Card in Deck

To search for a particular Card, type some or all of that Card's index when the cursor is on the index tab of another Card.

[ENTER] Enter body of Card for editing
[ESC] End editing body of Card
[INS] Insert new card in Deck

CALENDAR

[ENTER] Open DateBook Window
[INS] Write Notes For The Day
[ESC] End editing Notes For The Day
[+] Mark (highlight) a day
[-] Unmark a day
[LEFT] Previous day
[RIGHT] Next Day
[UP] Previous Week
[DOWN] Next week
[PGDN] Next month
[SHIFT][PGDN] Next year
[PGUP] Previous month
[SHIFT][PGUP] Previous year
[HOME] First day of month
[SHIFT][HOME] Previous January 1st
[END] Last day of month
[SHIFT][END] Next December 31st

ALARMS

[INS] Insert new Alarm
[DEL] Delete Alarm
[ENTER] End entering Alarm or message
[ESC] Get rid of Alarm message Window

DATEBOOKS

[PGDN] Move from morning to afternoon
[SHIFT][PGDN] Display next day's schedule
[PGUP] Move from afternoon to morning
[SHIFT][PGUP] Display previous day's schedule

POLYKEY

[INS] Insert new key redefinition
[CTRL][BKSPACE] Erase previous keystroke
[ALT][!] End key redefinition
[DOWN] Scroll Macro Window
[UP] Scroll Macro Window

SCREEN SAVER

[any key] Restore blanked screen

GRABBER

[ALT][SPACE] Call the Grabber
[ALT][SHIFT][cursor] Position upper left corner
of Grabber highlight
[LEFT] Decrease width of highlight
[SHIFT][LEFT] Decrease width faster
[RIGHT] Increase width of highlight
[SHIFT][RIGHT] Increase width faster
[UP] Decrease height of highlight
[SHIFT][UP] Decrease height faster
[DOWN] Increase height of highlight
[SHIFT][DOWN] Increase height faster
[ESC] Capture highlighted text
[CTRL][ENTER] Insert captured text

AUTO-DIALER

[CTRL][SPACE] Call the Auto-Dialer
[ENTER] Dial number found by Auto-Dialer
[SPACE] Disconnect (hang up) modem
[ESC] Abort dialing process

CALCULATOR

[BKSPACE]	Clear result
[CTRL][ENTER]	Insert result in document
[M] [+]	Add to memory
[M] [-]	Subtract from memory
[M] [ENTER]	Recall memory
[M] [BKSPACE]	Clear memory
[D] [digit]	Set fixed decimal places
[D] [.]	Set floating decimal

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